



CITY OF ATLANTA

Bureau of Parks

City Hall East, 8th Floor
675 Ponce de Leon Avenue NE
Atlanta, Georgia 30308
(404) 817-6757 Fax (404) 817-7932
www.atlantaga.gov

APPLICATION FOR 2004 OUTDOOR WEDDING IN THE PARK

Date: _____

Name of Park: _____

Location of wedding inside the park: _____

Name of Wedding Party: _____

Wedding Date: _____ # of People Expected: _____

Set up time: _____ Ending Time: _____

Note: Starting and ending time includes any set-up time and clean-up following the event.

Contact Person: _____

Telephone #: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Alternate Contact: _____

Telephone #: (____) _____

(OFFICIAL USE ONLY)		
Sanitation Bond: \$ _____	Date: _____	Amount Refunded: \$ _____

Rules and Regulations Regarding Use of Parks for Weddings

1. Reservations are taken on a first-come, first served basis. All reservations must be made in person. Reservations cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. Reservations do not include gazebos, pavilions, or the areas adjacent to them. A separate pavilion permit must be obtained to use these sites.

2. Reservations are accepted only between the hours of 8:30 a.m. and 12:00 p.m. Monday - Friday. The Bureau of Parks Reservations office is located in City Hall East (the old Sears building), 8th floor, 675 Ponce de Leon Avenue NE, Atlanta, Georgia 30308. For information, telephone (404) 817-6757 after 12:00 noon Monday through Friday.
3. The park area must be cleaned up following the event and there must be no damage to grounds, park furniture, or park fixtures as a result of the event. The required \$100 sanitation bond will be refunded provided no complaints are received from the District Maintenance Supervisor, and you complete and return the evaluation form. All payments must be presented to the Reservationist as a cashier's check, company check or money order, made payable to the City of Atlanta Bureau of Parks. No personal checks, credit cards or cash will be accepted. The refund will be sent to the address of record.
4. All cancellations must be made through the Reservationist no less than fifteen working days prior to the scheduled event.
5. All games and activities that could damage the lawns are restricted.
6. No amplified music will be allowed.
7. No tents or canopies are allowed without the expressed written permission of the Commissioner, Department of Parks, Recreation and Cultural Affairs, and other permits required by the city.
8. The renter is responsible for all clean up, including removal of all trash, decorations, or any other items brought into the park. The Bureau of Parks is not responsible for setting up or taking down rental equipment, nor is it responsible for any rental equipment delivered to the site.
9. Absolutely no alcohol, drugs or illegal substances are allowed on City property.
10. The renter hereby agrees to hold the Department of Parks and Recreation and its employees harmless for any and all liability and loss which the renter, his/her guests or vendors may suffer or incur by reason of any injury to or death of any person, or damage to any of the renter's property, caused by the renter's vendors, employees or guests on park premises.
11. All rules and regulations governing use of the park must be obeyed.
12. A request for a reservation may be denied for cause, including, but not limited to, the following:
 - a. Failure to abide by these rules and regulations on a previous occasion
 - b. If non-rental is deemed to be in the best interest of the City Atlanta and/or its citizens
13. A reservation permit may be revoked or terminated if:
 - a. The Commissioner, Department of Parks, Recreation and Cultural Affairs deems it to be in the best interest of the City of Atlanta.
 - b. The renter violates a policy, rule or regulation as set forth in the permitting process.
 - c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
14. The renter must sign an agreement with the Bureau of Parks agreeing to comply with all rules and regulations.

I promise to abide by the Rules and Regulations that govern the use of the park. I understand that failure to abide by the same could result in denial of future use of the park. It could also result in my having to reimburse the City of Atlanta for damages beyond normal usage.

Signature: _____ **Date:** _____

Revised 1/8/04